



VANASTHALI PUBLIC SCHOOL

Vasundhara, Ghaziabad

Circular

Grade VI - VIII

Circular No: VPS/007

27/08/2025

Subject: Maintenance of Subject Notebooks

Dear Students,

It has been observed that some students are not maintaining their subject notebooks properly. In order to ensure discipline and systematic learning, all students are hereby instructed to follow the guidelines given below:

1. Cover your notebooks neatly and label them with your name, class, section, and subject.
2. Maintain the index page regularly. Each new lesson/classwork/homework must be entered in the index with the proper date.
3. Complete your classwork and homework on time. All incomplete work should be completed immediately.
4. Keep notebooks neat and tidy. Avoid scribbling, tearing pages, or leaving work unfinished.
5. Notebooks should be checked regularly by subject teachers. Any lapse in following the above instructions will lead to appropriate action.

All students are expected to strictly adhere to the above rules and maintain their notebooks in an organized manner.

Principal

